

FY07 YEAR-END CLOSEOUT PROCEDURES

Minnesota NRCS

Attachment 1

GOVERNMENT PURCHASE CARDS (PCMS Transactions):

The LAST DAY to purchase items or services using your Government Purchase Card is FRIDAY, AUG 31.

****All supplies, equipment, postage, etc. must be charged to your card prior to the end of the day. Authority to use the card after Aug 31 will be limited to approved purchases ONLY as outlined below.****

Any purchases after this date will require prior STC approval using the attached FY07 Year-End Government Purchase Card Transactions form letter. Complete the letter as shown, obtain ASTC(FO) signature (or appropriate State Office staff), and fax to FNM at (651) 602-7914. Once approved by the STC, a signed copy will be faxed back to you for your purchase log and cardholder records. Any changes in the approved purchase amount should be reported to FNM immediately.

ALL FY07 purchases must be reconciled in PCMS no later than MONDAY, SEP 17 prior to the final system interface. PCMS will not interface again until after Oct 10.

Any transactions that have not processed in PCMS by Monday, Sep 17 must be identified on the attached FY07 Year-End Government Purchase Card Account Reconciliation form letter. Please sign and fax or e-mail the completed letter to Bryan Welp no later than Wed, Sep 19. *Please read the letter and follow the instructions carefully.* Keep a signed copy of the letter with your purchase card log and records.

Further instructions will be provided for reconciling FY07 transactions when PCMS becomes available again in October.

TRAVEL VOUCHERS:

PC-TRVL on-line transmissions must be received at NFC by 12 noon Sep 21. Begin sending new transmissions to NFC Oct 1. All employees who input travel authorizations and/or vouchers must provide a list of outstanding travel completed or planned in FY07 that is not released for payment by the Sep 21 cutoff. Include names, dates, locations, and estimated costs for transportation, lodging, and per diem. Please forward electronically (Excel format preferred) to bryan.welp@mn.usda.gov NLT Noon Friday, Sep 21.

CONTRACT, AGREEMENT, & MISCELLANEOUS PAYMENTS:

All payments to be made by Financial Management must be submitted to the State Office by **MONDAY, SEP 17**. This includes payments processed on forms AD-1161, NRCS-1245, SCS-FNM-270 (Agreements), SF-1164, and vendor invoice payments. Miscellaneous vendor payments for goods received or services performed in FY07 (other than for contracts/agreements) that are not submitted for payment by the cutoff date must be sent by fax or e-mail to FNM immediately but no later than Thursday, Sep 20.